

## //KHARAS REGIONAL COUNCIL

### DIVISION: ADMINISTRATION SUBDIVISION: AUXILIARY SERVICES SECTION: PUBLIC RELATIONS AND MEETINGS

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1xPost</b>	:	Keetmanshoop
<b>Salary Scale</b>	:	N\$159, 505 –N\$ 191, 312
<b>Salary Notch</b>	:	N\$159, 505 per annum
<b>Housing Allowance</b>	:	N\$13, 944 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirement:** A Grade 12 certificate with three (3) years appropriate experience OR appropriate National Diploma or equivalent qualification on NQF level 6 with one (1) years appropriate experience.

**Responsibilities:** This job category includes personnel involved at advanced operational level with the administering and drafting of legislation and prescriptions; interpretation of and advice on legislation and prescriptions; the processing and consideration of applications and representations; the analyzing of statistics and information; the execution of inspections; and the performance of tasks which flow from operational level and which are of an advanced nature such as the drafting of memoranda to the Cabinet.

#### **Main Duties:**

- Set up meeting schedule for standing committee
- Ensure adherence to produce for agendas and minute taking and dissemination
- Maintain and update the booking sheet for meeting venues of the Regional Council
- Prepare the sub-sections requisitions for materials, equipment
- Supervise and direct subordinates within the subdivision
- Prepare and circulate agendas and support documents to members on time
- Take minutes at Council and Management Meetings
- Ensure maintenance and archive of minutes
- Carry out any other official duties assigned from time to time

**Enquiries:** Mr. Donnie Slinger 063 – 221929 or Mrs. Engelhardine Swartz 063 – 221917

Applications must be submitted on the revised application form 156043 (obtainable at all Government offices) and should be accompanied by a detailed CV and originally certified supporting documents (**ALL supporting documents should be originally certified by NAMPOL**). **Public Servants should attach certified confirmation letter of probation.** All foreign qualifications must be submitted together with evaluation of qualification by Namibia Qualification Authority (NQA). Applicants who fail to complete **ALL** items on the application form (**Incomplete Applications**) and not attaching the necessary documents will disqualify the application. **NB In terms of the Affirmative Action Act, Act 29 of 1998 qualifying woman and persons with disabilities are encouraged to apply. NO fax applications will be accepted.** Applications should be forwarded to the following address: